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**CITY OF HUDSON  
PUBLIC WORKS COMMITTEE AGENDA  
CITY HALL COUNCIL CHAMBERS  
505 THIRD STREET, HUDSON, WISCONSIN  
MONDAY, JUNE 24, 2019 – 5:00 P.M.**

1. Consideration of Public Works Committee Meeting Minutes – May 13, 2019
2. Public Comments
3. Unfinished Business  
(Consideration and action on items postponed or referred to in a previous meeting)
  - a.) Discussion and possible action on Alley ratings and general procedures to initiate alley paving project.
  - b.) Discussion and possible action on general procedures to initiate curb replacement project.
4. New Business  
(Action on newly introduced motions, ordinances, resolutions, or other matters)
  - a.) Discussion and possible action on the discontinuance of parking on Commercial Street, east of 2<sup>nd</sup> Street, north side.
5. Update: Hudson Urban Forestry
  - a.) Strategic plan and ordinance updates kickoff meeting
  - b.) Ash tree removals
6. Project Update: Public Works
  - a.) 2019 Street Maintenance Contracts
  - b.) 2019 Storm Water Maintenance advertisement for bids
  - c.) Pay Station installation and start-up timeframe
  - d.) Sidewalk inventory & pedestrian ramp inventory
  - e.) Stagline Rd. street light installation
7. Items for Future Agendas.
8. Adjournment.

**Jim Webber**  
**Chairman**

Posted in City Hall lobbies and on city website [www.ci.hudson.wi.us](http://www.ci.hudson.wi.us) on 6-18-2019.  
Notice is hereby given that a majority of the City Council may be present at this meeting to gather information about a subject over which they have decision-making responsibility. This constitutes a meeting of the City Council pursuant to State ex rel. Badke v. Greendale Village BD, 173 Wis. 2d 553, 494 N.W. 2d 408 (1993) and must be noticed as such, although the Council will not take any formal action at this meeting.

PUBLIC WORKS COMMITTEE MEETING  
CITY HALL COUNCIL CHAMBERS  
MAY 13, 2019

MEMBERS PRESENT Jim Webber, Paul Deziel, Sarah Atkins Hoggatt

OTHERS PRESENT Michael Mroz

Roll call taken. Chairman Webber called the meeting to order at 5:30 p.m.

PUBLIC WORKS COMMITTEE MEETING MINUTES MOTION BY Deziel, second by Webber to approve the May 13, 2019 Public Works Committee meeting minutes. MOTION CARRIED.

DISCUSSION AND POSSIBLE ACTION ON THE PRIVATE DRIVE AT THE LANDFILL PROPERTY AT 1150 KRATTLEY LANE Mroz referenced a map of the city-owned property known as the old landfill site on Krattley Lane. He noted the city capped the landfill site many years ago and since then uses it primarily for storage of equipment, woodchips, sweepings and leases a portion of the property to the Hudson Boosters for ballfields.

Mroz stated the access road is a private drive serving city employees, users of the ballfields and user of the Rod & Gun Club. He noted a citizen has expressed concerns with the excessive dust caused from the vehicular traffic that goes pass their property near the entrance to the Rod & Gun Club.

Mroz stated the city has treated the road annually with a calcium chloride spray to help reduce the dust. Noted the cost is \$1600 per year. The overall Committee recommended city staff to negotiate a cost sharing plan between the city, village and Rod and Gun Club and to recommend a written agreement.

REVIEW DRAFT POLICY FOR CURB AND GUTTER REPLACEMENT Mroz provided a draft policy for curb and gutter replacements. He noted property owners are currently assessed at 50/50 of the total replacement cost.

Mroz stated the capital improvement fund have allocated funds annually for the sidewalk, curb and gutter replacement program. He noted the inventory of the sidewalks, curb, gutters and pedestrian crossings will be incorporated into the GIS system and will provide deficiencies to assist with the costs for the improvements.

The overall Committee recommended the policy include language to allow the city the flexibility to the schedule replacements as needed and to also provide procedures for homeowners to request improvements. This item will be included on the next agenda.

REVIEW DRAFT POLICY FOR ALLEY IMPROVEMENTS Mroz stated currently the city does not have an alley improvement plan in place that allows staff to address issues related to the alleys. He noted the current special assessment for alley improvements is 100% for commercial and 50/25/25 for residential areas. He suggested a rating system for the alleys be implemented.

The overall Committee agreed to collect the alley data and implement a rating system of the alleys.

DISCUSSION AND RECOMMENDATIONS INCLUDING THE 11<sup>TH</sup> STREET/HEGGEN STREET BRIDGE REPLACEMENT IN THE CAPITAL IMPROVEMENT FUND Mroz stated the Plan Commission have

PUBLIC WORKS COMMITTEE MEETING  
CITY HALL COUNCIL CHAMBERS  
MAY 13, 2019

held discussions concerning the capacity issues on the 11<sup>th</sup> Street Bridge and requested engineers to provide guidance on how the City should proceed.

Mroz noted the routine inspection of the bridge was done in 2018 and deficiencies noted included cracking and spalling of the center pier columns and flaking of paint in the lower portion of the bridge. Noted that overall deck is in relatively good condition.

MOTION by Deziel, second by Atkins Hoggatt to authorize city staff to obtain a LOE for a traffic study to be done for the Heggen Street Bridge at 11<sup>th</sup> and Coulee Road and Crest View Drive & Heggen. The Committee discussed various options for improving the flow of traffic for the area and wants to be sure to consider future connecting bike and pedestrian crossings. MOTION CARRIED.

UPDATE: URBAN FORESTRY Mroz stated the WI DNR Urban Forestry grant includes services to provide a Strategic management plan for EAB which also includes updating the inventory. He stated Bluestem Forestry Consulting firm has been awarded the contract and will begin their work within the upcoming months.

Mroz stated the removal of ash trees in the Heritage Green development is on schedule and property owners have been notified of the removals.

Mroz stated the two-day Arbor Day celebration included roughly 75 students from Trinity School, St Pats School and EP Rock school. He stated the program included tree identification as part of the implemented tree treks in the downtown historic district and a new tree trek in the EP Rock School vicinity. He added that volunteers took part in the Lakefront Park celebration and planted trees.

PROJECT UPDATE Mroz stated the crack filling and seal coating program from 2018 is completed. Noted the 2019 program was recently approved by the Common Council.

Mroz stated the Vine Street Improvement project has started up with detours being posted. Noted the engineers are monitoring the traffic flow and will make adjustments as needed. He added the temporary sanitary sewer and water lines are in place for the project.

ITEMS FOR FUTURE AGENDAS The next meeting will be held on June 24, 2019 at 5:00 p.m.

MOTION by Deziel, second by Atkins Hoggatt to adjourn the meeting. 6:44 p.m. MOTION CARRIED.

Submitted by,  
Deb Andrews, Secretary



Michael Mroz  
Public Works & Parks Director  
505 Third Street  
Hudson, Wisconsin 54016  
ph: 715-716-5746 5 fx: (715)386-3385

**TO:** Public Works Committee

**FROM:** Michael Mroz; Public Works Director

**DATE:** June 19th, 2019

**SUBJECT:** Discussion and possible action on alley ratings and general procedures to initiate alley paving projects.

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**BACKGROUND:**

Based on discussions at the May Public Works Committee meeting, staff has drafted a general procedure for residents to initiate an alley paving project. The approach is more reactive in nature and places the onus on the adjacent property owners to obtain majority consent prior to initiating the reconstruction process.

Furthermore, staff has assessed the current condition of all the alleys and given each block a PASER rating. The collected data indicates that 55% of the alleys need significant structural improvement. The following is a breakdown of the ratings

PASER SCORE	Total Alleys	Percentage	Treatment type
7-9	3	less than 1%	Crack Filling
5-6	16	39%	Mill and Overlay
2-4	22	55%	Reconstruct

For reference, the estimated cost to reconstruct an alley of 12' width and 330' length is approximately \$15,000, with pavement accounting for roughly half the cost.

**STAFF RECOMMENDATION:**

Following discussion, staff recommends approving the General Procedures for Residents to initiate an alley paving project.

**FUNDING SOURCE:**

No funds requested at this time.



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## GENERAL PROCEDURES FOR RESIDENTS TO INITIATE ALLEY PAVING PROJECTS

Because special assessments are levied to abutting property owners when an alley is paved, there is a statutory process which must be followed. A petition signed by abutting property owners must be submitted to begin the process to consider an alley for paving.

Current special assessment policies state the following;

**a.) Commercial and Industrial Districts**

Construction and improvement of alleys, where required by the Plan Commission in commercial and industrial districts, shall be 100% assessed against the benefited property.

**b.) Residential Districts**

The total cost of all work involved in the original construction of alleys shall be 100% assessed against the benefited property. When alley improvements are necessary, costs shall be shared on a 50/25/25 basis between the City and the benefitting property owners. The City would pay 50%, the property owners on each side of the alley would pay 25%.

The petitioner should contact as many of the property owners as possible to inform them of the desire to have the alley paved and ask them to sign the petition (tenants should not be asked to sign the petition). We do have petition forms available for this purpose or persons can prepare their own, and we can provide the names of other property owners if necessary. It is not necessary for a petitioner to contact every property owner on the alley, but as many as possible should be contacted.

Petitions received are referred to the Public Works Committee which will typically forward a recommendation to the Common Council giving preliminary approval to the project and special assessments, and ordering that a public hearing be held.

A public hearing will be scheduled, and the Public Works office will notify all property owners of the hearing date and the amount of their estimated special assessment based on the current estimated assessment rate. ***The final assessment rate will be determined based on the width of the alley and the actual cost of the materials (asphalt) for the project.*** Property owners have the opportunity to comment on the proposed special assessments at the public hearing or may submit written comments to the Public Works Department if they are unable to attend.

The Public Works Committee will consider the written and oral comments presented at the hearing when deciding to proceed with the project. Also taken into consideration will be the condition and topography of the alley, amount of vehicular traffic, ongoing maintenance needs, drainage and erosion problems, etc. The Committee will then make a recommendation to the Common Council which makes

# PETITION

TO THE MAYOR AND COMMON COUNCIL  
OF THE CITY OF HUDSON, WISCONSIN

For Office Use
Date Filed with City Clerk

A Petition For:

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Alley Vacation  | <input type="checkbox"/> Sidewalk       | <input type="checkbox"/> Storm Sewer       |
| <input type="checkbox"/> Street Vacation | <input type="checkbox"/> Street Light   | <input type="checkbox"/> Other as Follows: |
| <input type="checkbox"/> Curb and Gutter | <input type="checkbox"/> Asphalt Paving |  |

The undersigned petitioners respectfully request:

Signature of Electors	Print Name Clearly	Print Home Address	Date of Signing
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			

## AFFIDAVIT OF CIRCULATOR

STATE OF WISCONSIN  
CITY OF HUDSON \_\_\_\_\_ being duly sworn disposed and says that I am a resident of the affected area residing at \_\_\_\_\_ in the City of Hudson and that I am personally acquainted with the persons who have signed the foregoing petition; that I know them to be residents of the affected area; that they signed the same with full knowledge of the contents thereof; that their respective residences are stated therein; that each signer signed the same on the date stated opposite his name; and that he intends to support the petition.

\_\_\_\_\_  
(Signature of Circulator)

\_\_\_\_\_  
Signature of City Clerk or designee

\_\_\_\_\_  
(Address of Circulator)

## CITY OF HUDSON

### WAIVER OF SPECIAL ASSESSMENT NOTICES AND HEARINGS UNDER WISCONSIN STATUTES §66.0703(7)(b)

In consideration of the construction by the municipality of City of Hudson, Wisconsin, of the following proposed public improvement I/we, the undersigned, hereby admit that this improvement will benefit the property located in the above named municipality and consent to the levying of special assessments for the cost of this improvement against our premises under Wisconsin Statutes §66.0703

**Description of Work to be performed;**

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In accordance with Wisconsin Statutes §66.0703(7)(b), Stats., I/we hereby waive all special assessment notices and hearings required by Wisconsin Statutes §66.0703, Stats., and I/we further agree and admit that the benefit to the stated property from the construction of this improvement is in proportion to the lineal footage thereof.

Street Address: \_\_\_\_\_

Signature of Owner(s)

\_\_\_\_\_

Date

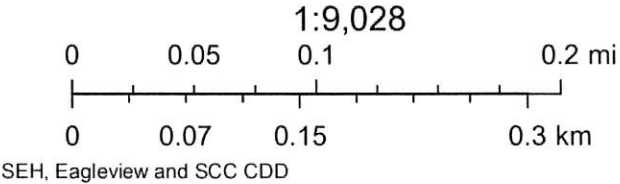
\_\_\_\_\_

Date

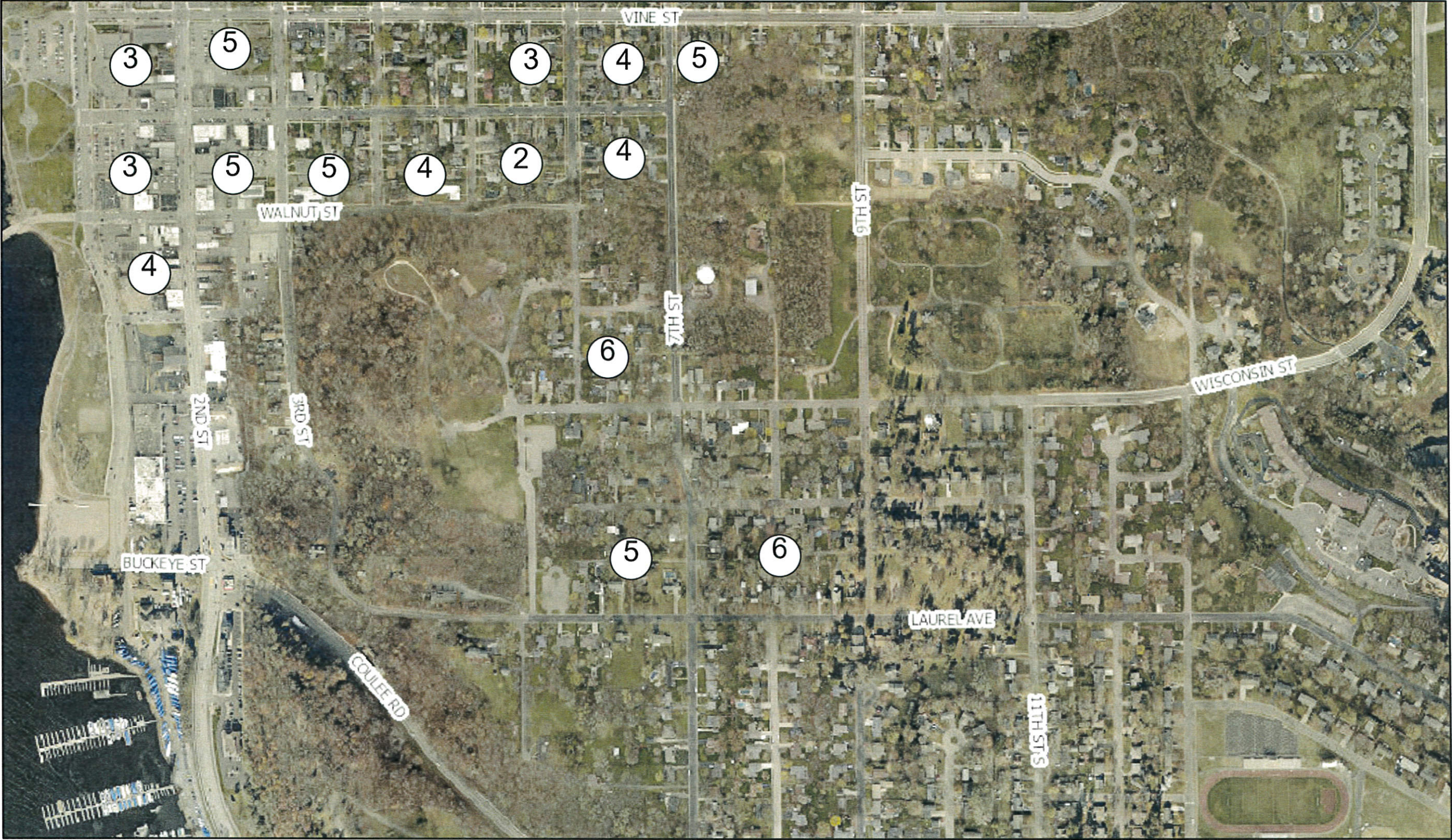
SmartConnect Map



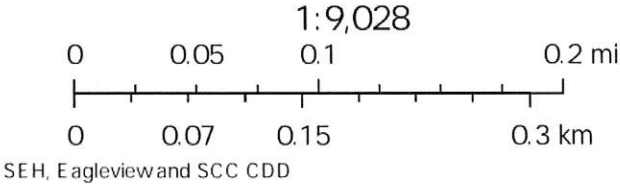
June 18, 2019



SmartConnect Map



June 18, 2019





Michael Mroz  
Public Works & Parks Director  
505 Third Street  
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ph: 715-716-5746 5 fx: (715)386-3385

**TO:** Public Works Committee

**FROM:** Michael Mroz; Public Works Director

**DATE:** June 19, 2019

**SUBJECT:** Discussion and possible action on general procedures to initiate a curb replacement project.

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**BACKGROUND:**

Based on discussion at the May Public Works meeting, staff has edited the draft curb replacement policy. The approach is more reactive in nature and places the onus on the adjacent property owner(s) to petition for curb replacement, initiating the reconstruction process.

**STAFF RECOMMENDATION:**

Following discussion, staff recommends approving the Curb Replacement Policy.

**FUNDING SOURCE:**

No funds requested at this time.



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## City of Hudson Department of Public Works Curb Replacement Policy

### POLICY

Deteriorated curb and gutter sections along the public right-of-way due to age, improper slopes, freeze-thawing, or poor concrete quality shall be eligible for the curb replacement program. Because special assessments are levied to abutting property owners when a curb is replaced, there is a statutory process which must be followed. A petition signed by abutting property owner(s) must be submitted to begin the process to consider curb replacement.

Current special assessment policies state the following:

- a.) The total cost of all work involved in the original construction of curbs and gutters shall be 100% assessed against benefited property. When curb and gutter replacements are necessary, costs shall be shared on a 50/50 basis between the City and the benefiting property.

### PROCEDURES

Adjacent owner(s) should complete a petition form initiating the replacement process (tenants should not be asked to sign the petition). The City does have petition forms available for this purpose or persons can prepare their own, and city staff can provide the names of other property owners if necessary.

Petitions received are referred to the Public Works Committee which will typically forward a recommendation to the Common Council giving preliminary approval to the project and special assessments, and ordering that a public hearing be held, if necessary.

A public hearing will be scheduled, and the Public Works office will notify all affected property owners of the hearing date and the amount of their estimated special assessment based on the current estimated assessment rate. ***The final assessment rate will be determined based on the linear footage and actual cost of the materials for the project.*** Property owners have the opportunity to comment on the proposed special assessments at the public hearing or may submit written comments to the Public Works Department if they are unable to attend.

The Public Works Committee will consider the written and oral comments presented at the hearing when deciding to proceed with the project. The Committee will then make a recommendation to the Common Council which makes the final decision to approve or disapprove the project. If a curb replacement project is approved, the work will be publicly bid with the special assessment bills mailed when the work is completed.

If a petition to repair a curb is submitted too late in the year or if funds are no longer available in the budget, it will be held for consideration in the following year.

There is a second option which takes less time. If all the property owners are in agreement to having their curb replaced and pay the special assessment, then a public hearing is not necessary. In this case each property owner would be sent a "Waiver of Public Hearing" form. If all property owners sign and return the form, the project can then proceed without the public hearing if funds are available and if there is still time to include it in the current year's workload.

#### **CURB REPLACEMENT CONDITIONS**

1. If a curb must be replaced, the entire 10-foot section must be replaced from expansion joint to expansion joint.
2. New Curbs shall be finished to match the existing curb and/or apron elevations. Curbs replaced on over-laid streets shall be finished to match the existing curb, and over laid with the appropriate thickness of asphalt.
3. ***There must be a minimum of 100 LF of replacements before the City posts advertisement for replacement. The totals can be from one project or the culmination of many.***
4. The City Engineer or Public Works Director shall determine which curbs shall be removed and replaced.
5. Replacement curb must meet the City of Hudson standard specifications for curb and gutter.
6. No color or tint shall be added, unless approved by the Public Works Committee.

#### **QUALIFIERS FOR CURB REPLACEMENT**

1. Curbs with cracking, settlement, drainage problems, or significant spalling and other deterioration should be replaced. Rolled curbs in good condition with no drainage problems will not be replaced.
2. Cracks in the curb should be replaced only if further deterioration is likely or there is evidence that the curb might settle (subject to engineer review).
3. Curbs that have settled and resulted in obvious low spots, holding water, should be replaced.
4. Curbs that have raised more than 1/2 inch up shall also be replaced.
5. Drainage problems will typically require some survey. The Engineer shall determine the direction of flow and replace the area needed. The area may require a catch basin to be installed and tied into the nearest storm sewer.

If you have questions about the process to pave an alley, please call the Public Works Department at 715-386-4765.

Michael Mroz  
Director of Public Works & Parks



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Public Works & Parks Director  
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ph: 715-716-5746 5 fx: (715)386-3385

**TO:** Public Works Committee  
**FROM:** Michael Mroz; Public Works Director  
**DATE:** June 19th, 2019  
**SUBJECT:** Discussion and possible action on the discontinuance of parking on Commercial Street, east of 2<sup>nd</sup>; north side.

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**BACKGROUND:**

Staff has identified a traffic safety hazard in the downtown district that should be corrected to reduce vehicular conflicts. Commercial Street, east of 2<sup>nd</sup> has a face to face curb width of 28' and according to the State of Wisconsin Urban Street Design, no parking should be allowed on street widths of 24-28', let alone two sides.

In the case of Commercial Street at the stated location, if cars are parked on both the north and south, the travel lane width is between 10-12', enough room for one vehicle to travel. Typical road width with parking on two sides is between 36-40'.



**STAFF RECOMMENDATION:**

Staff recommends removing the parking stalls on the north side of Commercial Street, east of 2<sup>nd</sup> Street. Public Works staff will paint the curb yellow and install no parking signs to communicate the change.

By removing these 3 stalls, the travel lane widths will increase from 10-12' to 20-22', which is enough room for two-way traffic.

**FUNDING SOURCE:**

Funds to purchase the signs and paint will come from the Public Works operating budget.

**ACTION REQUESTED:**

A formal motion to approve the change and forward onto Public Safety Committee is requested.

### Urban Streets Modernization Roadway Design Criteria for Posted Speed Limits of 40 mph or Less

Functional Class	Design Year ADT Thresholds at Levels of Service C, D & E <sup>1</sup>				Design Basis	Roadway Criteria <sup>9</sup>						
	Scenarios	C <sup>2</sup> LOS 4.0 ADTs (DHVs)	D LOS 5.0 ADTs (DHVs)	Middle E LOS 5.5 ADTs (DHVs)	Urban Design Class [Design Speed] (mph) <sup>3</sup>	Travel Lanes		Median Widths (feet)	Roadway (Face of Curb to Face of Curb) Width (feet) <sup>4</sup>			
						No.	Lane Widths (feet) <sup>5</sup>		No Parking <sup>6,7</sup>		Parking <sup>6,7</sup>	
									Range of Normal Widths <sup>8</sup>	Range of Widths including Bike Accommodations/ Lanes	Range of Normal Widths <sup>8</sup>	Range of Widths including Bike Accommodations/ Lanes
Locals	N/A	Low Volume Residential (0-250 ADT)			1a [20-25]	1	12	No	N/A	N/A	28	N/A
		Volume not a consideration			1b [25-30(20)]	2	10-12 (9)	No	24-28 (22)	32-36 (30)	36-40 (32)	46-56 (44)
Arterials and Collectors	N/A	≤ 4,500 ADT (660 DHV)			2a [30-45]	2	11-12 (10)	No	34-36 (24)	34-36 (32)	46-48 (34)	48-56 (46)
	Worst Best	6,500 (1086) 20,000 (2260)	7,500 (1170) 22,500 (2475)	8,000 (1216) 25,000 (2700)	2b [30-45]	2	11-12 (10)	No	34-36 (24)	34-36 (32)	46-48 (34)	48-56 (46)
	Worst Best	16,000-(1888) 41,000 (4100)	17,500 (2048) 47,000 (4610)	18,000 (2088) 50,500 (4900)	3 [30-45]	4	11-12 (10)	No	48-60 (44)	56-60 (52)	68-72 (54)	70-80 (66)
	Worst Best	22,000 (2440) 41,500 (4110)	22,750 (2500) 47,000 (4610)	23,000 (2530) 51,000 (4950)	4 [30-45]	4	11-12 (10)	14-30 (6)	2 @ 26-28 (2 @ 24)	2 @ 30-32 (2 @ 28)	2 @ 36-38 (2 @ 29)	2 @ 37-42 (2 @ 35)
Arterials	Worst Best	35,500 (3660) 68,000 (6390)	37,500 (3790) 76,000 (7070)	38,500 (3850) 81,500 (7580)	5 [30-45]	6	11-12 (10)	14-30 (6)	2 @ 36-40 (2 @34)	2 @ 41-44 (2 @ 38)	2 @ 47-50 (2 @ 39)	2 @ 48-54 (2 @ 45)

Upper values are shown in **bold** and Lower values are shown in parentheses. Use of values below existing roadway dimensions are to be justified by completing environmental process, predictive safety and benefit/cost analyses.

See page 2 of this attachment for superscript notes.